



# Indiana Department of Education

SUPPORTING STUDENT SUCCESS

## MEMORANDUM

**TO:** Recipients of ARRA Education Grants

**FROM:** Lance Rhodes, Indiana Department of Education  
Peter Miller, Indiana Office of Management & Budget

**DATE:** December 28, 2009

**SUBJECT:** Clarification on Jobs and Vendor Reporting

In our December 7th memo about stimulus reporting, we indicated that the federal OMB would be issuing additional guidance on calculating the jobs funded by the American Recovery and Reinvestment Act (ARRA). That guidance has now been received. Although slightly different from our previous understanding, these changes should make it easier to complete the needed surveys.

### Job Calculation (Full-Time Equivalents)

Contrary to what was stated in the earlier memo, the Number of Hours field is not cumulative. Only hours worked during the period October 1 through December 31, 2009 are to be included. The Number of Jobs field then is simply the Number of Hours divided by 520. This figure represents the number of work hours in a calendar quarter.

For reimbursement programs, even if you have not yet received payment, any hours worked during this quarter anticipated to be ultimately funded through ARRA dollars should still be reported. For further explanation, please view the Indiana OMB jobs calculation guidance at <http://doe.arra.in.gov/Help/JobsGuidance.aspx>.

### Vendor Information

For each vendor with whom there was a transaction over \$25,000, you must still report either the name and full zip code of the vendor, or the DUNS number of the vendor. But as sub-recipients, school corporations do not need to report the dollar amount of the transactions. If you have already submitted the dollar amounts, it is OK to leave them as is. (Obviously, you need to maintain records of the dollar amounts of all ARRA expenditures for audit purposes, but it is not needed for Section 1512 reporting.)

Note that unlike the jobs calculation, the vendor information is cumulative. That is any vendor receiving a payment over \$25,000 from the beginning of the grant must be listed, not just those since the start of this quarter.

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Please remember that each survey assigned to your workbench at <http://doe.arra.in.gov> should be completed by the end of the day on Monday, January 4, 2010 to allow time to validate and aggregate the responses. If you have difficulty accessing the system, please contact the Indiana OMB at either (317) 234-2109 or [support@arra.in.gov](mailto:support@arra.in.gov). Content questions regarding ARRA programs should be directed to the DOE manager responsible for that program..